

INSPECTION INFORMATION

INSPECTION REQUEST LINE - 303-335-4583

CALL THE ABOVE NUMBER BEFORE **4:00PM** TO RECEIVE THE NEXT BUSINESS DAY INSPECTION

(FOR EXAMPLE- CALL **BEFORE 4:00PM** FRIDAY TO SCHEDULE A MONDAY INSPECTION. CALL **BEFORE 4:00PM** ON MONDAY TO SCHEDULE A TUESDAY INSPECTION, ETC.)

DO NOT REQUEST AN INSPECTION FOR A LATER DATE. ALL INSPECTIONS REQUESTED WILL AUTOMATICALLY BE SCHEDULED FOR THE NEXT BUSINESS DAY.

YOU WILL NEED THIS INFORMATION WHEN REQUESTING YOUR INSPECTION:

PERMIT NUMBER

PROJECT ADDRESS

INSPECTION TYPE

NAME-PHONE

AM/PM TIME FRAME
(FOR HOMEOWNERS/
RESIDENTIAL PERMITS
ONLY)

(Please give us the entire permit number. Example: MISC-000056-2016)

MOST INSPECTIONS WILL REQUIRE ACCESS INTO THE PROPERTY. THERE MUST BE SOMEONE OVER THE AGE OF 18 AT THE PROJECT ADDRESS TO PROVIDE ACCESS. INSPECTORS WILL **NOT** ENTER AN OCCUPIED HOME WITHOUT THE HOMEOWNER OR HOMEOWNER REPRESENTATIVE PRESENT.

WE ALLOW **ONLY HOMEOWNERS** and **RESIDENTIAL PERMITS** AN OPPORTUNITY TO REQUEST A PREFERENCE OF:

AM 9:00AM TO 1:00PM OR **PM** 1:00PM TO 5:00PM

HOMEOWNER: IF YOU **DO NOT** REQUEST A TIME FRAME, YOU WILL RECEIVE ONLY A DAY OF INSPECTION (NO TIME FRAME WILL BE GIVEN).

RESIDENTIAL CONTRACTOR: IF YOU **DO NOT** REQUEST A TIME FRAME, YOU WILL RECEIVE ONLY A DAY OF INSPECTION (NO TIME FRAME WILL BE GIVEN).

WE DO NOT GUARANTEE THAT THE INSPECTION WILL TAKE PLACE DURING YOUR REQUESTED TIME FRAME, BUT OUR INSPECTORS WILL WORK TO THE BEST OF THEIR ABILITY TO ARRIVE DURING THAT TIME.

DUE TO THE HIGH VOLUME OF INSPECTION REQUESTS, WE ARE UNABLE TO INDIVIDUALLY CALL AND CONFIRM YOUR INSPECTION.

CANCELLATION LINE: 303-335-4584

PLEASE CALL THIS LINE BY **8:30AM** TO CANCEL THE REQUESTED INSPECTION. LEAVE A MESSAGE WITH THE PERMIT NUMBER, ADDRESS, TYPE OF INSPECTION, AND A CONTACT PHONE NUMBER.

DURING THE INSPECTION

YOU WILL NEED THE ORIGINAL PERMIT CARD AND APPROVED FIELD PLANS ON SITE AT **ALL TIMES**. IF PERMIT CARD AND/OR APPROVED STAMPED PLANS ARE NOT AVAILABLE, THE INSPECTOR WILL **NOT** CONDUCT THE INSPECTION (RE-INSPECTION FEE OF \$100.00 MAY BE CHARGED). THE INSPECTOR WILL REVIEW THE PLANS IF APPLICABLE AND VERIFY THAT ALL REQUIRED CODES ARE MET AND PROJECT IS READY TO CONTINUE OR IS COMPLETED (FINAL). INSPECTORS WILL EMAIL THE INSPECTION REPORT WITH COMMENTS/VIOLATIONS/REQUIREMENTS. (PAPER REPORT CAN BE SENT IF EMAIL IS NOT AVAILABLE)

YOU MAY EMAIL ANY CONCERNS OR QUESTIONS TO: building@louisvilleco.gov or call 303-335-4584

Tell us how we're doing by taking this five minute survey!

<https://www.surveymonkey.com/r/DC53NLN>